



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy/**RECRUITMENT**  
Date: February 17, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement February 18, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, March 2, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Denise Hamilton or Jennifer Sunderland at 217/782-5594.

CET (3 pos)      Plan Designer  
Region 2/District 3/Program Development  
Highways  
Ottawa

Attachments  
40821

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, March 2, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Official college transcripts must be included with application. Applicants possessing an Engineer Intern License must also include a copy with application. Applicants not submitting these documents by the posting deadline will not be considered for employment. Please include IPR number on the application.**



**Illinois Department  
of Transportation**

An Equal Opportunity Employer

## Position Summary Sheet

<b>Classification:</b>	<b>Civil Engineer Trainee (3 positions)/RECRUITMENT</b>	<b>Salary Range:</b>	<b>\$4,275 - \$4,655</b>
<b>Position Title:</b>	<b>Plan Designer</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW110-23-53-303-10-01</b>	<b>IPR#:</b>	<b>40821</b>

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### Office/Central Bureau/District/Work Address:

Division of Highways/District 3/Region 2/Bureau of Program Development/700 E. Norris Drive, Ottawa, IL

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### Description Of Duties:

This position is accountable for assisting a Design Squad in the preparation of plans for highway and bridge improvements by performing drafting and other technical tasks.

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### Special Qualifications:

#### ***The following criteria is required:***

- Bachelor of Science in Civil Engineering from an ABET accredited university prior to date of employment or must be a Licensed Engineer Intern in the State of Illinois (includes those expecting to graduate in Spring 2016)
- Minimum 2.5 cumulative GPA in engineering related courses (If GPA is between a 2.0-2.5, candidate must have passed Fundamentals of Engineering Exam.)
- Official college transcripts must be included with application. (Official transcripts indicating graduation date for Spring 2016 graduates must be provided at time of hire.)
- Valid driver's license

#### ***The following criteria is desired:***

- Strong oral and written communication skills

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### Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

**\*THIS IS AN ENTRY-LEVEL POSITION\***

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	March 2012	<b>POSITION:</b>	Plan Designer
<b>APPROVED BY:</b>	<i>Rich Nesti</i>	<b>OFFICE/DIVISION:</b>	Highways, Region 2 -District #3 Program Development
<b>CODE:</b>	PW110-23-53-303-10-01	<b>REPORTS TO:</b>	Design Squad Leader

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**POSITION PURPOSE**

This position is accountable for assisting a Design Squad in the preparation of plans for highway and bridge improvements by performing drafting and other technical tasks.

**DIMENSIONS**

Subordinate Personnel: None  
Number of Projects: 5 to 15 per Year  
Value of Construction Projects: \$3 to \$5 Million per Year

**NATURE AND SCOPE**

This position reports directly to the Design Squad Leader as do three to five other squad members. No subordinates report to this position.

This position operates within a design squad that is responsible for the preparation of design plans. The drafts prepared by the position are utilized in various reports and plans prepared by the squad and require that a flexible work schedule be maintained in order to accommodate changes in workload and/or a realignment of priorities. This position operates in a 9 county area which is, for the most part, rural but does contain several highly urbanized areas including Kankakee.

Typical problems encountered by the incumbent include ensuring that drafts prepared are in compliance with prescribed standards and specifications. The major challenge of this position is to draft plans which are clear and concise and completed in a timely manner.

The incumbent is involved in the preparation of plans for highway and bridge improvements, which includes preparing cross sections, profiles, roadways, driveways, sewers, utilities, and other features for highway plans. This position composes plan notes and prepares general notes, summaries of quantities, and plan quantities. The incumbent is required to transfer data from field notes onto plan sheets, develop plan and profile sheets, determine areas of drainage, assist in calculating required drainage areas and determine drainage structure size and location, plot cross sections, design minor box culverts, organize detail sheets, and develop cover sheets, calculate and/or check quantity computations, and assure that all needed documentation of quantities is properly maintained. This position is responsible for ensuring that the layout of each plan sheet is consistent with overall design to ensure that the complete set of plans is clear, concise, and contains the same notations in approximately the same location.

In accomplishing the objectives of this position, the incumbent must operate within the limits of prescribed design standards and specifications. Problems relating to alternative approaches to highway design and or deviation from original scope of layout are referred to the Squad Leader for further consideration.

The incumbent operates on a project basis and receives all assignments from the Design Squad Leader. In most cases, the incumbent has sufficient latitude in accomplishing prescribed objectives with a minimum of supervision. Drafting assignments which require deviation from generally accepted design standards will normally require input from the Squad Leader.

The incumbent's primary contact is with the Design Squad Leader for the purpose of receiving assignments and discussing technical problems. Occasionally, she/he may have contact with other design squads for the purpose of obtaining information pertaining to specific problems.

The effectiveness of this position will be measured by quantity, quality, and timeliness of drafts produced, quantities calculated, and all other necessary design data that is incorporated into a complete set of highway plans.

## **PRINCIPAL ACCOUNTABILITIES**

1. Responsible for organizing and preparing detailed layouts of highway improvements which are used in preparation of complete sets of design plans.
2. Performs detailed calculations of quantities contained in highway improvement plans.
3. Responsible for ensuring that all design data has been incorporated into the plans.
4. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.